

**General Services Administration Federal Acquisition
Service
Authorized Federal Supply Schedule Price
List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage!™, a menu-driven database system. The Internet address for GSA-Advantage!™ is: <http://www.gsaadvantage.gov>

**Professional Services Schedule FSC Group: 874
CONTRACT NUMBER: GS-02F-0088X**

*For more information on ordering from Federal Supply Schedules click on
FSS Schedules at
<http://www.fss.gsa.gov>*

**Contract Period: February 17, 2016 – February 16,
2021**



Company:

Wise Ways Consulting, Inc.
2207 Greywing Street
Woodbridge, VA 22191
703-763-3823 (O)
703-763-2397 (F)

POC: Melissa Davies –

melissa@wisewaysconsulting.com

www.wisewaysconsulting.com

Business size: Woman-Owned Small
Business

Price List Date – May 20, 2016

Customer Information

- 1a. **Awarded Special Item Numbers:**
 - 874 1 Integrated Consulting Services
 - 871 2 Facilitation Services
 - 874 4 Training Services: Instructor Led Training, Web Based Training and Education, Courses, Course Development and Test Administration
- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: N/A
- 1c. **Please see our hourly rates as shown below in our price list.** A list of all class descriptions is shown in our Price List.
2. **Maximum order:** \$1,000,000
3. **Minimum order:** \$300
4. **Geographic coverage (delivery area):** United States including all territories.
5. **Point(s) of production:** Woodbridge, VA.
6. **Discount from list prices or statement of net price:** Prices shown are net (discount already deducted)
7. **Quantity discounts:** Contracts over \$50,000-2.0% discount available
8. **Prompt payment terms:** Net 30 days
- 9a. **Government purchase cards are accepted at or below the micro-purchase threshold.**
- 9b. **Government purchase cards are accepted above the micro-purchase threshold.**
10. **Foreign items:** N/A
- 11a. **Time of delivery:** To be negotiated with the Ordering Agency on each Task Order.
- 11b. **Expedited Delivery:** N/A
- 11c. **Overnight and 2-day delivery:** N/A
- 11d. **Urgent Requirements:** N/A
12. **F.O.B. point(s):** To be negotiated with the Ordering Agency on each Task Order

- 13a. **Ordering address is as follows:**
Wise Ways Consulting, Inc.
2207 Greywing Street
Woodbridge, VA 22191
(703)-763-3823; Attn: Melissa Davies
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment address as follows:**
Wise Ways Consulting, Inc.
2207 Greywing Street
Woodbridge, VA 22191
Attn: Melissa Davies
15. **Warranty provision:** N/A
16. **Export packing charges:** N/A
17. **Terms and conditions of Government purchase card acceptance** – Government purchase cards are accepted at all levels
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).** – N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 compliance:** N/A
25. **Data Universal Number System (DUNS) number:** 825180875
26. **CAGE Code:** 51QZ7
27. **Uncompensated Overtime:** N/A

Corporate Overview

Wise Ways Consulting, Inc. (WWC) is a Virginia SWaM certified Small, Woman and Minority owned business that provides client-centered consulting, training and facilitation services. We utilize dynamic facilitators and consultants who, after engaging with the client to determine their needs, are able to effectively develop targeted, solution-based business process improvement protocols. WWC provides coaching and direction for leaders and core teams who recognize their need to make new decisions and new choices for their organization's viability.

WWC's staff is dedicated to providing the quality services needed to address a range of organizational and training challenges in a variety of workplace environments. Our goal is to develop client capacity by providing materials, facilitation, coaching, and training to support ongoing efforts to improve the overall performance of public and private organizations.

Both our present and previous engagements have provided WWC with the opportunity to develop the necessary professional skills and knowledge to help address a wide range of client needs including such areas of support as:

- Training Design and Delivery
- Communication
- Change Management
- Supervisory Training
- Leadership Development and Coaching
- Organizational Development
- Team Building
- Critical Thinking and Ethics
- Meeting Management
- Facilitation and Workgroup Support

WWC has an extensive resume in dealing with Federal agencies. They have been on teams providing business process consulting, facilitation and classroom training to the:

- US Army
- US Army Aviation and Missile Command
- US Air Force
- US Marine Corps
- US Navy
- US Department of Agriculture
- Department of Homeland Security
- Department of Veterans Affairs
- Customs and Border Protection
- Transportation Security Administration

WISE WAYS CONSULTING LABOR RATES:
SIN(s) 874-1, 874-2 and 874-4: Price Offered to GSA (including IFF)

Labor Category	Year 6 2/17/2016 -2/16/2017	Year 7 2/17/2017 -2/16/2018	Year 8 2/17/2018 -2/16/2019	Year 9 2/17/2019 -2/16/2020	Year 10 2/17/2015 -2/16/2016
Subject Matter Expert III	\$194.00	\$ 201.37	\$ 208.42	\$ 215.71	\$ 223.26
Subject Matter Expert II	\$161.75	\$ 167.41	\$ 173.27	\$ 179.33	\$ 185.61
Subject Matter Expert I	\$126.50	\$ 130.93	\$ 135.51	\$ 140.25	\$ 145.16
Senior Consultant/ Facilitator/ Trainer	\$ 143.59	\$ 148.62	\$ 153.82	\$ 159.20	\$ 164.77
Consultant/ Facilitator/ Trainer	\$ 114.89	\$ 118.91	\$ 123.07	\$ 127.38	\$ 131.84
Analyst III	\$ 56.52	\$ 58.50	\$ 60.55	\$ 62.67	\$ 64.86
Analyst II	\$ 47.09	\$ 48.74	\$ 50.45	\$ 52.22	\$ 54.05
Analyst I	\$ 37.67	\$ 38.99	\$ 40.35	\$ 41.76	\$ 43.22
Admins Support Staff III	\$ 47.09	\$ 48.74	\$ 50.45	\$ 52.22	\$ 54.05
Admins Support Staff II	\$ 37.67	\$ 38.99	\$ 40.35	\$ 41.76	\$ 43.22
Admins Support Staff I	\$ 28.26	\$ 29.25	\$ 30.27	\$ 31.30	\$ 32.40

SIN 874-4: Training Services

“Off-the-shelf” Training Courses								
				Year 6 2/17/16 -2/16/17	Year 7 2/17/17 -2/16/18	Year 8 2/17/18 -2/16/19	Year 9 2/17/19 -2/16/20	Year 10 2/17/20 -2/16/21
				Rate	Rate	Rate	Rate	Rate
Description	Length	Min.	Max.	Min Attend	Min Attend	Min Attend	Min Attend	Min Attend
“Development of Managers and Emerging Leaders”.	2 Days	5	30	\$ 6156.97	\$ 6,372.64	\$ 6595.68	\$ 6,826.53	\$ 7,062.04
				> Min Attend	> Min Attend	> Min Attend	> Min Attend	> Min Attend
				\$ 205.24	\$ 212.42	\$219.85	\$ 227.54	\$ 235.50
Description	Length	Min.	Max.	Min Attend	Min Attend	Min Attend	Min Attend	Min Attend
“Introduction to DiSC“ (Excluding online profiles)	2 Hours	5	30	\$1453.73	\$ 1504.61	\$ 1557.27	\$ 1611.77	\$ 1668.18
				> Min Attend	> Min Attend	> Min Attend	> Min Attend	> Min Attend
				\$ 48.46	\$ 50.16	\$ 51.92	\$ 53.74	\$ 55.62
Description	Length	Min.	Max.	Min Attend	Min Attend	Min Attend	Min Attend	Min Attend
“DiSC and Your Workplace” (Excluding online profiles)	4 Hours	5	30	\$1710.26	\$1770.12	\$ 1832.07	\$ 1896.19	\$ 1962.56
				> Min Attend	> Min Attend	> Min Attend	> Min Attend	> Min Attend
				\$ 57.01	\$ 59.01	\$ 61.08	\$ 63.22	\$ 65.43
Description				Per Person	Per Person	Per Person	Per Person	Per Person
DiSC Online Profile Per participant				\$ 43.34	\$ 44.86	\$ 46.43	\$ 48.06	\$ 49.74

PSS LABOR CATEGORY DESCRIPTIONS

SIN(s) 874-1, 874-2 and 874-4 Labor Categories

Subject Matter Expert – Highly skilled, experienced person with direct knowledge of what is done in the job, what knowledge, skills, abilities and other characteristics are required. Provides specialized technical and/or business expertise for the analysis and development of solutions for extremely complex organizational issues. Provides support for special studies and analysis of organizational data. Supports assessments of organization's challenges using specializes skills and knowledge. Contributes to the execution of project or task plan and helps assess the impact of industry trends, policy or standard methodologies. Conducts activities in support of the project team's objectives.

- Provides analysis, evaluation, and recommendations for improvements, development strategy, and execution during the delivery phase of the project
- Consults with clients to define need, conducts studies and surveys to obtain pertinent data
- Recommends solutions to problems and action plans

Level I: Possess demonstrated knowledge in designated field or discipline. Possesses significant experience providing solutions to an organization's challenges through the application of knowledge gained through similar prior engagements. Participates in the development of solutions by leveraging knowledge of the designated field or discipline. Contributes to the implementation of strategy and helps assess the impact of industry trends, policy, and/or standard methodologies.

Level II: Possess extensive knowledge in designated field or discipline. Provides insight and advice concerning task or project strategic direction and outcomes. May contribute to the evaluation, analysis, and development of recommended solutions. Resolves complex problems, which require an in-depth knowledge of subject matter related to the designated field or discipline. Applies principles and methods of the subject matter to specialized solutions. Possess demonstrated ability and experience in management consulting and cross-team facilitation at the senior management level. Other areas of expertise may include, but is not limited to, business process reengineering, statistical process control, individual and organizational assessment and evaluation, process modeling an simulation, strategic and business planning, change management, organizational development, and the development of leadership/management skills.

Level III: Senior expert with extensive, enterprise-wide knowledge and experience in one or more designated functional and/or domain areas. Provides insight and advice concerning strategic direction and applicability of up to date, industry standard solutions. Is responsible for providing high-level vision to program/project manager or senior client leadership to influence objectives of complex efforts. The Functional/Subject Matter Expert is primarily utilized on projects for their specific expertise, not in a managerial capacity, in support of the creation of comprehensive methods for describing current and/or future structure and behavior of an organization's processes, systems, personnel and organizational sub-units, so that they align with the organization's core goals and strategic direction.

- **Level I** - Master's Degree with two (2) years' subject matter experience or Bachelor's Degree with four (4) years' subject matter experience.
- **Level II** - Ph.D. with two (2) years' subject matter experience, Master's Degree with four (4) years' years of subject matter experience, or Bachelor's Degree with six (6) years' subject matter experience.
- **Level III** - Ph.D. with four (4) years' subject matter experience, Master's Degree with six (6) years' of subject matter experience, or Bachelor's Degree with eight years' subject matter experience.



Senior Consultant/Facilitator/Trainer: Substantial management or consulting experience at executive level. Capable of serving as an individual consultant in direct support of senior executives, a team leader in medium to large-scale performance improvement efforts, or facilitator for client groups. Experience in facilitating group interaction for groups ranging from a small team of senior executives to corporate-wide integration and problem resolution. Thorough knowledge and experience in application of methods, tools, and techniques for business process improvement, organizational performance, quality management, information technology, etc., with deep expertise in one or more business specialties. Is responsible for successful delivery of projects through detailed project planning, scheduling, and costing. Leads and guides teams of specialists, analysts, and support staff. Maintains detailed project plans, monitors work performed to ensure project stays on schedule, and reports progress of project to the client on an ongoing basis. Addresses immediate and long-term solutions to project related issues. Performs highly effective and engaging facilitative types of functions as needed. Is able to develop engaging and well-written curricula as well as deliver dynamic training sessions. Capable of developing and implementing training for small or large groups. Works in a fast-paced environment and performs independently, as well as a team player. Is responsible for meeting goals within time and budget constraints.

Consultant/Facilitator/Trainer: Significant experience in management or management consulting. Contributes to the design and execution of projects. Performs varied analytical functions, as needed, including planning and designing of projects, analysis of business processes and structures, preparing and delivering reports, and cataloging and abstracting documents. Performs highly effective and engaging facilitative types of functions as needed. Consults with client operations-level management, as a member of a consulting team, or as an analyst in specified problem areas. Conducts studies, assessments, and analysis in support of Senior, Executive, or Corporate consultant. Provides project/task management and facilitation and decision support services directly for client or in support of larger projects. Organizes, directs, and documents group interaction for small groups, large teams, meetings, conferences. Develops, conducts and analyzes results of surveys and

other forms of data/information collection. Advises clients and assists senior consulting staff on implementation of specific tools, techniques, and methods, such as statistical analysis, root cause analysis, and performance measurement. Develops and delivers training courses. Conducts needs analysis. Is able to develop engaging and well-written curricula as well as deliver dynamic training sessions. Works in a fast-paced environment and performs independently, as well as a team player. Is responsible for meeting goals within time and budget constraints.



Analyst – Highly skilled experienced in application of techniques and tools for business analysis, statistical process control, risk assessment, performance measurement, and other performance improvement tools. Develops and teaches courses on analysis techniques. Conducts and analyses results of surveys and other data collection activities. Supports project/program management with data analysis and implementation of project management tools. All should have at least experience in the following.

- Collect and analyze data to detect deficient controls, duplicated effort, extravagance, fraud, or non-compliance.
- Prepare detailed reports and present to management for auditing purposes.
- Make recommendations on data analyzed to Management.
- Conduct pre-implementation audits to determine if systems and programs under development will work as planned to meet design requirements.
- Examine and evaluate financial and information systems and recommend controls to enhance system reliability and data integrity.

Level I: Experience in analysis of financial, accounting, supply chain, or other business data.

Level II: Strong in analysis of financial, accounting, supply chain, or other business data and use of statistical analysis software packages.

Level III: Expert knowledge of quantitative and qualitative business analysis techniques. Prior experience as business analyst in a major corporation or business-consulting firm.

- **Level I** - Minimum Associate's Degree with five (5) years' experience.
- **Level II** - Minimum Associate's Degree with six (6) years' experience.
- **Level III** - Minimum Bachelor's degree with five (5) years' experience.



Administrative Support Staff – Provides administrative support for consulting and technical staff or directly for clients in project management, meeting/conference organization, report preparation, presentations, training materials, etc. experience.

Level I: Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing pre-coded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Level II: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Level III: Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

- **Level I** - Minimum High School Diploma with five (5) years' experience.
- **Level II** - Minimum High School Diploma with six (6) years' experience.
- **Level III** - Minimum High School Diploma with seven (7) years' experience.

SIN 874-4: Training Services
Detailed Course Descriptions:

“Development of Managers and Emerging Leaders”

Effective communication is a key component of leadership within any organization. Effective leaders work at strengthening their interpersonal communication competencies by building and maintaining open, supportive, and collaborative relationships with others in the organization. This focus ultimately strengthens and adds value to the individual, team and global organizational at all levels.

Successful leadership requires more than just assigning tasks to members; it requires a leader who can inspire their team members. In order to be the person that others want as their guide, one must recognize and develop individual potential as well as create a cohesive team that functions to the best of its combined abilities. The whole is always greater than the sum of the parts.

At the end of the workshop, participants should be able to:

- Understand their own leadership style
- Understand how to establish positive and trusting relationships within teams
- Develop insight into how to create effective communication and member participation within teams
- Identify barriers to effective communication and develop strategies to overcome them
- Develop effective nonverbal communication skills that will actively engage participants
- Develop a variety of conflict resolution strategies to meet situational demands

“Introduction to DiSC” (2 Hours). This session is for individuals within your organization who want to have an introduction to an understanding of their personal style at work. This will allow them to begin to tap into their strengths in order to increase productivity and become more successful on the job while improving the quality of work relationships with peers, employees, supervisors, and customers.

At the end of the workshop, participants should be able to:

- Review and understand their individual profile results
- Understand the evolution of DISC and what it means today
- Identify personal communication styles
- Understand the styles of your co-workers and how best to work with them

“DiSC and Your Workplace” (4 Hours). The session is for individuals within your organization who want to have a better understanding of their personal style at work. This will allow them to tap into their strengths in order to increase productivity and become more successful on the job while improving the quality of work relationships with peers, employees, supervisors, and customers.

At the end of the workshop, participants should be able to:

- Review and understand their individual profile results
- Understand the evolution of DISC and what it means today
- Identify personal communication styles
- Understand how to respond when individual styles are overused
- Understand the styles of co-workers and how best to work with them
- Recognize when to adapt personal styles to work more productively
- Develop an action plan for implementing steps back on the job